



NEW AUTOMATED BILL PAYMENT NOW AVAILABLE TO CITY SERVICES CUSTOMERS

You are invited to sign up for our new Automated Bill Payment. This new service offers you an easy and convenient way to ensure your water, sewer, and solid waste bills are paid automatically each month. If you have a valid checking or savings account, you qualify for this helpful new service. To help you decide if the Automated Bill Payment is suited to your needs, we've answered some of the most common questions we've received from customers who've already expressed an interest in this service.

How does Automated Bill Payment work?

Once you fill in the attached application and return it to us, we'll make arrangements with your bank or credit union to apply each month's City Services bill directly against your checking or savings account. The money will be electronically deducted and sent to the City. It's that simple.

What's in it for me?

You'll save time and money. No checks to write, no postage to pay or trips to make to a payment station, and no need to arrange for someone to pay your City Services bill when you go on vacation.

Will I continue to receive a City Services Statement?

Yes, you'll still receive a statement for your records. The statement also will include the date the payment will be deducted from your account.

How soon can I start?

If you return your application with this month's bill, your City Services bill will be paid automatically beginning in about two months. Your statement will clearly indicate when the service starts and remind you that you no longer need to send in a check.

What if I have more than one water, sewer, or solid waste account with the City?

All of your accounts will be included if you sign up for the Automated Payment Plan. If you are being billed for more than one property, separate line items will appear on your bank statement.

What happens if I don't have sufficient funds in my bank account to cover the bill?

If your account does not have sufficient funds to cover your monthly bill, you will be assessed a special processing fee of \$28.00 to cover our additional expenses. Your bank or credit union also may assess an overdraft charge. If you have questions about the charges on your City Services statement - call our Customer Service Office at 791-3242 immediately!

OK, I like it! How do I sign up?

Fill in the attached form. Contact your financial institution and ask for your ABA Transit Number and record it in the space provided. Attach a voided check or a savings deposit slip. Sign the application and send it in with your City Services payment for this month.



CUT ALONG DOTTED LINE AND SEND IN WITH YOUR PAYMENT (ALONG WITH VOIDED CHECK OR SAVINGS DEPOSIT SLIP)



AUTOMATED BILL PAYMENT APPLICATION AND AGREEMENT



NAME (AS SHOWN ON CITY SERVICES STATEMENT) _____

CITY SERVICES ACCOUNT NUMBER(S) _____

SERVICE ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____

PLEASE DEBIT MY: ☐ CHECKING ACCOUNT (ATTACH VOIDED CHECK) ☐ SAVINGS ACCOUNT (ATTACH DEPOSIT SLIP)

NAME (AS SHOWN ON CHECKING OR SAVINGS ACCOUNT) _____

ACCOUNT NUMBER _____ ABA TRANSIT NUMBER _____

FINANCIAL INSTITUTION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FINANCIAL INSTITUTION PHONE _____

I HEREBY AUTHORIZE THE CITY OF TUCSON AND THE FINANCIAL INSTITUTION DESIGNATED ABOVE TO CHARGE THE ACCOUNT I HAVE SPECIFIED FOR PAYMENT OF MY CITY SERVICES BILL. I UNDERSTAND THAT A FEE WILL BE CHARGED TO MY ACCOUNT FOR EACH REQUEST RETURNED FOR INSUFFICIENT FUNDS. IN ADDITION, I UNDERSTAND BOTH THE FINANCIAL INSTITUTION AND THE CITY OF TUCSON RESERVE THE RIGHT TO TERMINATE THIS PAYMENT PLAN AND/OR MY PARTICIPATION THEREIN. SHOULD I CHOOSE TO WITHDRAW FROM THE PLAN, I WILL NOTIFY THE CITY OF TUCSON AT (520) 791-3242.

SIGNATURE _____ DATE SIGNED _____

PLEASE CALL OUR CUSTOMER SERVICE OFFICE AT (520) 791-3242 IF YOU HAVE ANY QUESTIONS.